

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance and Administration Division of Contracts and Procurement 100 Peachtree Street, Suite 1300 Atlanta, GA 30303		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 20 1976 76-121 APR 22 1976	
		1. Application	2. Dept. Application No.
4. Person to Contact Douglas M. Haire	5. Working Title Records Management Anal.		6. Telephone Number 586-5260
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest Jan. '72 Present	9. Records Series Title (followed by title used in office, if different) Inventory Reporting System File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? See Attached.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the bi-weekly inventory status of parts and supplies and their automatic reorder levels. Included are: computer-generated reports on the status of bus parts and supplies. File is arranged: chronologically, by date of issue, by year.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 150 ; Seven to twelve months old 10 ; Thirteen to twenty-four months old 0 ; twenty-five months and older 0 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) 60,000 to 70,000 computer pages per year.			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

The original copy is needed for verification of parts and supplies on inventory investment.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Duplicate copies may be destroyed earlier.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Jerry Winkley</i>	<u>4/8/76</u>		<i>Wayne P. Crowder</i>	<u>4-12-76</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>AM - Sandley</i>	<u>4/9/76</u>		<i>William V. Caranik</i>	<u>4-15-76</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Rocket</i>	<u>4/9/76</u>		<i>Carroll Hart</i>	<u>4-22-76</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hane</i>	<u>4-9-76</u>			

DIVISION OF CONTRACTS AND PROCUREMENT

Functions and Responsibilities

The Division of Contracts and Procurement is responsible for developing, maintaining, and implementing Authority-wide purchasing procedures, consultant selection procedures, centralized contracting procedures, and all competitive bidding on contracts under the MARTA Act.

Specifically, the Division is responsible for the purchase of bus parts, materials and services for transit operations; purchase of office supplies, furniture, equipment, miscellaneous services and concessions; administrative management and documentation for all consultant, construction and demolition contracts and federally-funded procurements; maintenance of all official contract files, bidder's lists, vendor file directories, contract lists, and related special reports.

The Division is responsible for the retention and maintenance of all contracts and related contract documents so that they are available for audit and periodic review.

Approved by:

Alan F. Klepper
General Manager

Date:

12-18-74



RECORDS MANAGEMENT DIVISION
DEPARTMENT OF ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334

STATE OF GEORGIA
MICROFILM PROJECT EVALUATION FORM

1. AGENCY NAME AND ADDRESS:

MARTA
100 Peachtree St., NW, Suite 1300
Atlanta, GA 30303

FOR RECORDS MANAGEMENT DIVISION USE

☐ Current Project ☐ Proposed Project
Date Received Application No. Date Completed

4/19/76 76-121 4/21/76

2. EXACT SERIES TITLE: (From Item 9, Application for Disposition Standard)

Inventory Reporting System File

3. INCLUSIVE DATES OF RECORDS PROPOSED FOR FILMING: January 2, 1976 Until

4. CUBIC FEET OF RECORD SERIES TO BE FILMED: Unknown

5. NUMBER AND TYPES OF FILMING EQUIPMENT CURRENTLY UTILIZED FOR STORAGE:

None.

6. ☐ COPY OF APPROVED DISPOSITION STANDARD FOR PAPER FILE IS ATTACHED.

☒ COPY OF PROPOSED DISPOSITION STANDARD FOR MICROFILM FILE IS ATTACHED.

7. SERIES IS PROPOSED FOR FILMING IN THE FOLLOWING FILM FORMAT:

☐ 16mm ☐ 35mm ☐ Roll ☐ Jacket ☐ Aperture Card
☒ Microfiche ☐ Cartridge ☐ Computer Output Microfilm
☐ Other: (Specify)

8. PURPOSE FOR FILMING IS AS FOLLOWS: (Indicate order of importance by numbers. Indicate primary purpose by numeral 1.)

- a. ☒ [4] Reduce amount of space and equipment required for records storage.
- b. ☐ Preserve deteriorating records.
- c. ☐ Security or vital records protection.
- d. ☒ [2] Ease of reference.
- e. ☐ File integrity.
- f. ☒ [3] Ease of duplication and distribution of multiple copies.
- g. ☐ Save time and labor in repetitive operations.
- h. ☒ [1] Reduce computer costs (COM Application).
- i. ☐ Other: (Specify)

9. RECORDS MANAGEMENT OFFICER (Signature):

Douglas M. Hane

Date:

4-9-76

Telephone No.

586-5260

FOR RECORDS MANAGEMENT DIVISION USE

10. This microfilm project ☒ is approved ☐ is not approved ☐ is approved with proviso.
(If not approved or proviso specified, see Item 11 below.)

State Records Management Officer

Date

11. PROVISOR OR EXPLANATION:

12. FACTORS AFFECTING MICROFILMING COSTS (Check appropriate box and explain "yes" answers in detail.) Attach additional sheets as required.

Yes No

- ☒ ☐ Do you propose to contract with a service bureau or commercial microfilm company to accomplish this project?
- ☐ ☒ Will re-arrangement of the file be necessary before filming?
- ☐ ☒ Will paper fasteners (staples, etc.) have to be removed before filming?
- ☐ ☒ Is paper size, color and stock variable?
- ☐ ☒ Are both sides of the documents to be filmed?
- ☐ ☒ Are documents to be added to the file after filming?
- ☒ ☐ Is time of the essence in microfilming this file? (A "yes" answer indicates high volume, daily usage.)
- ☒ ☐ Is high-speed information retrieval an important feature of the proposed microfilm file?
- ☒ ☐ Are copies to be made from the master negative? (State number, type and distribution of copies.)
Original to Records Management;
4 copies to Contracts and Procurement, Procurement Branch, Virginia Avenue;
1 copy to Supply Room.

13. USE THIS SPACE FOR COMMENTS AND EXPLANATIONS AS REQUIRED.

See Attached.

IMPORTANT: COMMITMENTS WILL NOT BE MADE TO VENDORS